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<b>Indiana</b>	<b>ICES Program Policy Manual</b>	<b>DFC</b>
<b>CHAPTER: 4400</b> <b>DATA EXCHANGE</b>	<b>SECTION: 4400.00.00</b> <b>DATA EXCHANGE</b>	

#### **4400.00.00      DATA EXCHANGE**

Data exchanges are a process of sharing information between DFC and other agencies or systems. This chapter contains information about the following:

- Data Exchange Purpose (Section 4405);
- Data Exchange Review Types (Section 4410);
- Review Requirements (Section 4415);
- Data Exchange Notices (Section 4420);
- Security (Section 4425);
- Sources of Data Exchange Information (Section 4430);
- and
- Footnotes for Chapter 4400 (Section 4499).

#### **4405.00.00      DATA EXCHANGE PURPOSE**

Data exchanges are performed to comply with Income Eligibility Verification System (IEVS) regulations and to:

- validate and/or identify multiple SSNs;
- verify the receipt of benefits from other sources;
- verify reported information; and
- obtain previously unreported information.

#### **4405.05.00      DATA EXCHANGE PROCESS**

A data exchange is initiated when ICES sends a request for information to another agency or system and a response is received with information from their data files.

ICES automatically selects the proper individuals, applicants and recipients, and using their SSN, matches reported data with the data exchange source. ICES continually exchanges data with other systems to confirm and update information known to DFC about individuals receiving benefits and services.

The frequency of data exchanges vary depending on the data exchange source, the type of match, and the timing of updates to data in other files. For active cases, the responses frequency is noted in the outline of each match (see Section 4430).

If a match is found through the data exchange process, the system compares the exchange response with the information already on file. The system determines which cases exceed the matched targeting limits and alerts the caseworker which

information needs to be reviewed. If the matched information does not meet the targeting limits, it is stored on the DE subsystem. To find these matches, the worker must review the Data Exchange Recipient List (DERL) by each AG member's SSN or RID.

ICES tracks and reports compliance with the IEVS data exchange requirements. Detailed reports are provided to support the review process, monitor compliance, and report findings. See Section 4415 for reporting requirements.

#### **4405.10.00        SOCIAL SECURITY NUMBER EXCHANGE**

The individual's SSN is used as the basis for identifying common individuals between ICES and all sources.

If multiple SSNs for the same individual are discovered, all SSNs are used.

#### **4405.15.00        INDIVIDUALS REQUIRED TO PARTICIPATE IN DATA EXCHANGE**

ICES will request matches on all FS, AFDC and Medicaid program applicants and recipients as required by IEVS or specific program regulations. These requests will include persons whose SSN is listed in ICES although they are not applying for or receiving assistance themselves. Matches will be recorded if these persons:

are applying for or receiving assistance; or

must have their income or resources counted or deemed to an AG that is receiving or applying for benefits.

#### **4410.00.00        DATA EXCHANGE SOURCES AND TYPES**

Social Security Administration:

BEER - Beneficiary Earnings Exchange Record

BENDEX - Beneficiary Data Exchange

SDX - State Data Exchange

XRPIEN - Verifies SSN provided by client

NUMIDENT - Verifies new SSN for clients referred by caseworker

Internal Revenue Service:

UUIIDX - Unverified Unearned Income Data Exchange

Indiana Workforce Development:

WDX - Wage Data Exchange

UI - Unemployment Insurance

Child Support Bureau of the Division of Family and Children:

CSE - Child Support Enforcement - Payment Information  
CSE - Child Support Enforcement - Absent Parent  
Information

Indiana Advanced Information Management (Indiana AIM):

Daily Exchange of new and updated eligibility data to  
AIM

Medicare Part B Premium paid by Indiana (Buy-In) from  
AIM to ICES

Additional Third Party Liability (TPL) verified by  
Medicaid Contractor from AIM to ICES

Restricted Utilization on IQRM from AIM to ICES

#### **4415.00.00      REVIEW REQUIREMENTS**

The caseworker must review the data exchange responses when alerts or Mass Change Exception reports are received and resolve any discrepancies. This may require a contact with the individual, collection of additional verifications, correction of the information entered in the system, and/or a referral to the Claims unit.

Data Exchange matches can be divided into two categories. These are IEVS matches that require the completion of DECT to track when the match was reviewed and the impact of the match on the AG. All IEVS matches are listed on MNDE. Some may be implemented by mass change which updates the appropriate screen(s) in AE and completes DECT:

<u>IEVS</u>	<u>NON-IEVS</u>
BEER	NUMIDENT
BENDEX	XRPT
SDX	CSE
UIDX	CSE
WDX	IMMIS
UIDX	

Non-IEVS matches do not require completion of DECT and, in most cases, they update the appropriate AE screens automatically with the new/verified information via mass change. If the mass change is unable to update the appropriate screens, Discrepancy Alerts or Error reports are generated to the caseworker. The discrepant match results must be reviewed and verification of discrepant information must be obtained from the client, the source of the match, or a third party.

#### **4415.05.00        IEVS COMPLIANCE TRACKING**

Alerts will be generated on all IEVS matches that are not automatically updated (AE and DECT) by Mass Change because the matched information is discrepant or the amount(s) exceed the targeting guidelines for each specific match. For pending cases Mass Change will update the income screen(s) in AE and then generate an alert to the caseworker to complete DECT.

The BEER, UUIDX and WDX matches will not be updated by Mass Change because the information must be verified with the income source. Instead, alerts will be generated when the results of these matches exceed the targeting guidelines.

Targeting serves to eliminate information that has little or no impact on eligibility or benefit levels. Matches that exceed the targeting limits must be reviewed by the caseworker and the results entered on DECT. Caseworkers must review and complete DECT for 80% of the BEER, UUIDX, WDX, and UIDX within 45 days of the match date. The 20% not processed must only result from pending third party verifications. Due to security guidelines BEER and UUIDX matches will be deleted from ICES (screens DEBR and DEUX) after 45 days. Therefore, caseworkers must review these screens and generate a notice to client and the third party if the information is discrepant so that DECT can be completed after 45 days if necessary.

#### **4415.10.00        TIME STANDARDS FOR REVIEW OF MATCHES**

The caseworker must review 80% of the IEVS matches within 45 days of the date the response is received.

If the review cannot be completed within 45 days because verification necessary to resolve the discrepancy has not been received, the review must be completed within five days of receipt of the verification or during the next case action, whichever is sooner.

The caseworker must review and resolve all non-IEVS matches within 30 days of the date the response is received.

If the review cannot be completed within 30 days because verification necessary to resolve the discrepancy has not been received, the review must be completed within five days of receipt of the verification or during the next case action, whichever is sooner.

#### **4420.00.00      DATA EXCHANGE DISCREPANCY NOTICES**

When a discrepancy between the following data matches and ICES are discovered, the Discrepancy Notice DE01 may be sent to the client by checking "Y" on the appropriate DX screen:

BEER - DEBR  
NUM or XRPT - DENB  
UIX - DEUI  
WDX - DEWX  
UUIDX - DEUX

The discrepancy notice informs the AG that information different from the information on file was discovered from a source outside the AG. The AG is asked to contact the caseworker to resolve the discrepancy within 10 days, and that if the AG fails to contact the caseworker current benefits may be discontinued or the AG may be determined ineligible for previous benefits. The caseworker should also mail an authorization for the AG member to sign to begin verification with the third party who paid the income or resource listed on the BEER, UUIDX or WDX.

Information on these three matches must be verified prior to taking adverse action. Unemployment Compensation and the SSN are considered verified because these matches are with the source; however, discrepancy notices may be requested on the DX screens for these matches to resolve discrepancies in demographic or other income data.

Adverse action can be taken on information supplied by the BENDEX, SDX and UIX without verification or a client response because these matches are made with the income source.

#### **4420.05.00      ERROR REPORTS**

NUMIDENT, SDX and BENDEX error or activity reports are generated when a match occurs but Mass Change cannot update the appropriate AE screen because the name, date of birth or SSN does not match.

In this situation, the worker must review ICES data and pursue other forms of verification. The Mass Change may not update the DX screens with the NUMIDENT, BENDEX or SDX match because demographic data is discrepant.

#### **4425.00.00      SECURITY**

The Internal Revenue Service (UUIDX) and Social Security Administration (BEER) matches exchange confidential tax and benefit information with state agencies only under the condition that strict security guidelines will be followed by the state in the storage, use, and disclosure of that

information. This sensitive data is available to authorized DFC employees through the data exchange process of ICES for the purpose of making accurate eligibility determinations. Each employee is personally liable for any willful disclosure or misuse of the data and, therefore, must be aware of the security procedures and penalties for improper use or disclosure. Some security controls are built into the automated system. Other controls are assured through manual procedures. See Section 4425.10.00 for security procedures and Sections 4425.05.00 and 4425.05.05 for the penalties.

#### **4425.05.00            PENALTIES FOR DISCLOSURE OF INFORMATION**

Federal regulations require that security and confidentiality be maintained for all data received from the IRS. Each Local Office has been provided with the IRS publication number 1075 titled "TAX INFORMATION SECURITY GUIDELINES" as a reference. The following information applies to both the UNVERIFIED UNEARNED INCOME DATA EXCHANGE (UUIDX) and the BENEFICIARY EARNINGS EXCHANGE REPORT (BEER).

Section 7213(a) of the Internal Revenue Code makes unauthorized disclosure of information from a Federal income tax return a crime that may be punishable by a \$5000 fine, five years imprisonment, or both. A copy of Section 7213(a) is in Section 4425.05.05.

Section 7431 of the Internal Revenue Code permits a taxpayer to bring suit for civil damages in a United States District Court for unauthorized disclosures of return information. A copy of Section 7431 is in Section 4425.05.05.

Employees must be aware that these civil and criminal penalties apply even if the unauthorized disclosures were made after their employment with the agency has terminated.

In addition to the penalties described in Section 4425.05.05, an employee shall be discharged from employment upon conviction.

#### **4425.05.05            Internal Revenue Code Penalties**

Following is a copy of **Section 7213. Unauthorized disclosure of information:**

##### **(a) Returns and return information:**

**(1) Federal employees and other persons.**--It shall be unlawful for any officer or employee of the United States or any person described in section 6103(n) (or an officer or employee of any such person), or any former officer or employee, willfully to disclose to any person, except as



authorized in this title, any return or return information (as defined in section 6103(b)). Any violation of this paragraph shall be a felony punishable upon conviction by a fine in any amount not exceeding \$5,000, or imprisonment of not more than 5 years, or both, together with the costs of prosecution, and if such offense is committed by any officer or employee of the United States, he shall, in addition to any other punishment, be dismissed from office or discharged from employment upon conviction for such offense.

**(2) State and other employees.**-It shall be unlawful for any person (not described in paragraph (1)) willfully to disclose to any person, except as authorized in this title, any return or return information (as defined in section 6103(b)) acquired by him or another person under subsection (d)(i)(3)(B)(i)(1)(6), (7), (8), (9), (10), or (11) or (m)(2) or (4) of section 6103. Any violation of this paragraph shall be a felony punishable by a fine in any amount not exceeding \$5,000, or imprisonment of not more than 5 years, or both, together with the costs of prosecution.

**(3) Other persons.**-It shall be unlawful for any person to whom any return or return information (as defined in section 6103(b)) is disclosed in a manner unauthorized by this title thereafter willfully to print or publish in any manner not provided by law any such return or return information. Any violation of this paragraph shall be a felony punishable by a fine in any amount not exceeding \$5,000, or imprisonment of not more than 5 years, or both, together with the costs of prosecution.

**(4) Solicitation.**-It shall be unlawful for any person willfully to offer any item of material value in exchange for any return or return information (as defined in section 6103(b)) and to receive as a result of such solicitation any such return or return information. Any violation of this paragraph shall be a felony punishable by a fine in any amount not exceeding \$5,000, or imprisonment of not more than 5 years, or both, together with the costs of prosecution.

**(5) Shareholders.**-It shall be unlawful for any person to whom a return or return information (as defined in section 6103(b)) is disclosed pursuant to the provisions of section 6103(e)(1)(D)(iii) willfully to disclose such return or return information in any manner not provided by law. Any violation of this paragraph shall be a felony punishable by a fine in any amount not to exceed \$5,000, or imprisonment of not more than 5 years, or both, together with the costs of prosecution.

Following is a copy of **Section 7431. Civil damages for unauthorized disclosure of returns and return information:**

**(a) In general.-**

**(1) Disclosure by employee of United States.-**If any officer or employee of the United States knowingly, or by reason of negligence, discloses any return or return information with respect to a taxpayer in violation of any provision of section 6103, such taxpayer may bring a civil action for damages against the United States in a district court of the United States.

**(2) Disclosure by a person who is not an employee of United States.-**If any person who is not an officer or employee of the United States knowingly, or by reason of negligence, discloses any return or return information with respect to a taxpayer in violation of any provision of section 6103, such taxpayer may bring a civil action for damages against such person in a district court of the United States.

**(b) No liability for good faith but erroneous interpretation.-**No liability shall arise under this section with respect to any disclosure which results from a good faith, but erroneous, interpretation of section 6103.

**(c) Damages.-**In any action brought under subsection (a), upon a finding of liability on the part of the defendant, the defendant shall be liable to the plaintiff in an amount equal to the sum of

- (1) the greater of-
  - (A) \$1,000 for each act of unauthorized disclosure of a return or return information with respect to which such defendant is found liable, or
  - (B) the sum of-
    - (i) the actual damages sustained by the plaintiff as a result of such unauthorized disclosure, plus
    - (ii) in the case of a willful disclosure or a disclosure which is the result of gross negligence, punitive damages, plus
- (2) the costs of the action.

**(d) Period for bringing action.-**Notwithstanding any other provision of law, an action to enforce any liability created under this section may be brought, without regard to the amount in controversy, at any time within 2 years after the date of discovery by the plaintiff of the unauthorized disclosure.

**(e) Return: return information.**--For purposes of this section, the terms "return" and "return information" have the respective meanings given such terms in section 6103(b).

**(f) Extension to information obtained under section 3406.**--For purposes of this section:

- (1) any information obtained under section 3406 (including information with respect to any payee certification failure under subsection (d) thereof) shall be treated as return information, and
- (2) any use of such information other than for purposes of meeting any requirement under section 3406 or (subject to the safeguards set forth in section 6103) for purposes permitted under section 6103 shall be treated as a violation of section 6103.

For purposes of subsection (b), the reference to section 6103 shall be treated as including a reference to section 3406.

#### **4425.10.00        IRS AND BEER DATA SECURITY REQUIREMENTS**

The caseworker should not print information from BEER or IRS responses. The IRS mandates any agency obtaining IRS Tax and BEER Data maintain strict security guidelines. If this information is printed, the following procedures must be followed:

Any hard copy or screen print of IRS or BEER data obtained through the system must be secured under lock and key and destroyed immediately after review with the individual.

The time from initial receipt to destruction of the data may not exceed 45 days.

The data must not be photocopied.

Only the results of the review of the data may be recorded. Recording of IRS as the source of the information is prohibited.

Under no circumstances may a copy of the IRS tax data be placed in the case record. When destroyed, the hard copy must be cut into strips not larger than 5/16th of an inch wide and must be cut perpendicular to the printing.

Any third party request for additional verification on IRS or BEERS data cannot be retained in the case record and must be treated with the same security provisions as the actual IRS or BEERS hit. The third party response may be retained in the case record so long as it does not contain return information. Return information is defined as information obtained through IRS or BEERS match that contains data not otherwise available to the agency.

#### **4425.15.00 SDX DATA SECURITY REQUIREMENTS**

Information obtained from SDX must be used only for the following purposes:

Establishment and maintenance of state supplementation and Medicaid eligibility files; and

Support for administration of other federally funded programs (Food Stamps, social services, and so forth).

#### **4430.00.00 OUTLINE OF INDIVIDUAL DATA EXCHANGE MATCHES**

This section discusses each data exchange and provides the following information:

timeliness of data;  
file contents;  
match frequency;  
match type;  
notice requirements;  
review time standards;  
source; and  
verification requirements.

#### **4430.05.00 BENEFICIARY EARNINGS EXCHANGE RECORD (BEER)**

BEER data is subject to the special security requirements described in Sections 4425.00.00 and 4425.15.00.

##### **Timeliness of Data:**

The prior tax year is usually available by mid-year.

##### **File Contents:**

Earnings or wage data of all individuals for whom W-2 forms were submitted to IRS.

##### **Frequency:**

Matches are performed monthly for new applications and annually for all open cases when SSA updates their file.

**Match Type:**

IEVS.

**Notice Requirement:**

Thirteen (13) days adverse action notice after verification is received. Refer to Section 4420.00.00 for additional information.

**Review Time Standards**

Forty-five days from the date of response. If the review cannot be completed within 45 days because verification necessary to resolve the discrepancy has not been received, the review must be completed within five days of receipt of the verification or during the next case action, whichever is sooner.

**Source:**

United States Department of Health and Human Services, Social Security Administration.

**Verification Requirement:**

If there is a discrepancy, the amount of income and dates received must be verified.

**4430.10.00BENEFICIARY DATA EXCHANGE (BENDEX)**

**Timeliness of Data:**

Current information for the month following the run date.

**File Contents:**

Payment status and amount of Social Security, Railroad Retirement, and Black Lung benefits.

**Frequency:**

Matches are performed monthly and when SSA makes the annual (COLA) adjustment in November or December.

**Match Type:**

IEVS.

**Notice Requirement:**

Thirteen (13) days adverse action notice. Refer to Section 4420.00.00 for additional information.

**Review Time Standards:**

Forty-five days from the date of response. BENDEX information is considered verified upon receipt and does not require third party verification.

**Source:**

United States Department of Health and Human Services,  
Social Security Administration.

**Verification Requirement:**

No further verification is required unless the individual contests the amount.

**4430.15.00 STATE DATA EXCHANGE (SDX)**

**Timeliness of Data:**

Current information for the month following the run date.

**File Contents:**

Payment status and amount of SSI benefits for aged, blind, or disabled individuals.

**Frequency:**

Matches are performed monthly for all members of pending and open cases.

**Match Type:**

IEVS.

**Notice Requirement:**

Thirteen (13) days adverse action notice. Refer to Section 4425.15.00 for additional information.

**Review Time Standards:**

Forty-five (45) days from the date of response. SDX information is considered verified upon receipt.

**Source:**

United States Department of Health and Human Services,  
Social Security Administration.

**Verification Requirement:**

No further verification is required unless the  
individual contests the amount.

**4430.20.00      XRPIEN**

**Timeliness of Data:**

Current data.

**File Contents:**

Results of SSN application filed by applicants or  
recipients referred by DFC.

**Frequency:**

Monthly report of SSA action on all applications.

**Match Type:**

Not an IEVS match; tracking on DECT not required.

**Notice Requirement:**

Discrepancy notice sent to client if there is a  
discrepancy in the name or SSN that prevents Mass  
Change from updating verification on AEIID. Thirteen  
(13) day adverse action notice required before the  
individual who failed to apply for an SSN is  
disqualified.

**Review Time Standards:**

All discrepant matches must be resolved within 30 days.

**Source:**

United States Department of Health and Human Services,  
Social Security Administration.

**Verification Requirement:**

Discrepancies that prevent verification of the Social  
Security Number must be resolved. Contact client or  
the SSA to verify the correct SSN.

**4430.25.00        NUMIDENT**

**Timeliness of Data:**

Current data.

**File Contents:**

Verification of SSN, additional SSNs, or error codes indicating the reason an SSN submitted could not be validated. This includes all possible combinations of names/alias names and SSN/alias SSNs.

**Frequency:**

Matches are performed at application, whenever changes occur in the SSNs reported, or every 60 days until the SSN is validated.

**Match Type:**

Not an IEVS match; no tracking on DECT.

**Notice Requirement:**

Discrepancy notice sent to client requesting a response within 10 days. Thirteen (13) day adverse action notice required before disqualifying an individual who failed to provide a valid SSN.

**Review Time Standards:**

All discrepancies must be resolved within 30 days.

**Source:**

United States Department of Health and Human Services,  
Social Security Administration.

**Verification Requirement:**

Discrepancies in demographic data must be researched and resolved. Any individual failing to provide a valid SSN will be disqualified.

**4430.30.00        UNEMPLOYMENT INSURANCE (UI)**

**Timeliness of Data:**



Data may be from the prior week to the past 12 months for AG members. If data is required for unreported non-AG members the Local Office designee may obtain the information from CICS if it is less than 1 1/2 years prior to the current data. If it is more than 1 1/2 years old, it must be requested in writing. (See Section 2890.10.40).

**File Contents:**

Claim type, date and maximum benefit amount to be paid weekly. Voucher dates and amounts and a reason code to explain why the full weekly amount was not paid.

**Frequency:**

At time of application; quarterly if no benefits received; monthly as long as benefits are received. Monthly for three months following application or loss of employment.

**Match Type:**

IEVS match listed on DECT must be completed with impact of match on AG status.

**Notice Requirement:**

Thirteen day notice of adverse action taken on verified information provided by this match.

**Review Time Standards:**

Eighty percent of matches must be reviewed within 45 days of the match. Mass Change will automatically update DX and AE screens when the matched amount equals the amount in ICES. The caseworker only needs to review discrepant matches and complete DECT when the discrepancy is resolved.

**Source:**

Indiana Workforce Development, formerly Indiana Department of Employment and Training.

**Verification Requirement:**

No further verification of Unemployment Insurance is required because IN Workforce Development is the income source. An unreported change in unemployment benefits may indicate another change has occurred in the case.

**4430.35.00      WAGE DATA EXCHANGE (WDX)**

**Timeliness of Data:**

Wages for the quarter ending three months prior to the match and the three previous quarters for AG members. Some information for the current quarter is available from employers who report electronically to Workforce Development. If information is needed for unreported members, the Local Office designee may obtain the information from CICS. If the required information is for more than 1 1/2 years prior it must be requested in writing from DWD. (See Manual Section 2890.10.40).

**File Contents:**

Gross quarterly earnings paid from each employer.

**Frequency:**

Weekly for new applications and quarterly for all active AG members.

**Match Type:**

IEVS match listed on DECT must be completed with results of the match on the AG.

**Notice Requirement:**

Client must be notified of discrepancy and asked to assist in obtaining verification. When verification is obtained, 13 day notice must be provided of any adverse action.

**Review Time Standards:**

Eighty percent of matches must be reviewed and results listed on DECT within 45 days of the match.

**Source:**

Indiana Workforce Development.

**Verification Requirement:**

Primary verification from the payor must be obtained before any action is taken.

**4430.40.00 UNVERIFIED UNEARNED INCOME DATA EXCHANGE  
(UUIIDX)**

IRS data is subject to the special security requirements described in Section 4425.10.00.

**Timeliness of Data:**

The prior tax year available in July of each year.  
(1993 income will be available July 1994.)

**File Contents:**

Unearned income as reported to IRS on the 1099 form and other source documents. Amounts that exceed the tolerance limit will appear with the name and address of the payor.

**Frequency:**

Matches are performed monthly for new applications and annually thereafter for all cases, usually in August.

**Match Type:**

IEVS match listed on DECT must be completed with the results of the match on the AG.

**Notice Requirement:**

The client must be notified of the discrepancy and allowed 10 days to respond. Thirteen (13) days adverse action notice must be provided if benefits are decreased. Refer to Section 4420.00.00 for additional information.

**Review Time Standards:**

Eighty percent of the matches must be reviewed and results entered on DECT within 45 days from the date of the match. If the review cannot be completed within 45 days because verification necessary to resolve the discrepancy has not been received, the review must be completed within five days of receipt of the verification or during the next case action, whichever is sooner. Match information on DEUX will be deleted 45 days after the match.

**Source:**

United States Internal Revenue Service (IRS).

**Verification Requirement:**

If there is a discrepancy, the amount of income or assets received must be verified. Do **not** contact IRS or the Treasury Department to verify income or assets. Income or assets must be verified by the payor or payee before action is taken.

**4430.45.00          INDIANA ADVANCED INFORMATION MANAGEMENT  
SYSTEM (INDIANA AIM)**

**Timeliness of Data:**

Updated daily or monthly as information becomes available.

**File Contents:**

Information obtained by AIM in addition to data obtained by the eligibility worker may include Buy-In effective date, restricted utilization provider(s) effective date(s), and third party liability updates.

**Frequency:**

Buy-In tapes are matched monthly with the SSA. The other sources will be updated as information is available to the contractor.

**Match Type:**

Non-IEVS.

**Notice Requirement:**

Thirteen day adverse action will be generated if Buy-In results in decreased benefits or termination. Notification of restricted utilization will be provided by the AIM contractor.

**Review Time Standards:**

Alerts of Buy-In status change must be reviewed and processed within 10 days.

**Source:**

The contractor who administers AIM is EDS.

**Verification Requirement:**

None. Information provided by AIM has been verified.

**4430.50.00      CHILD SUPPORT ENFORCEMENT (CSE) PAYMENT  
INFORMATION**

**Timeliness of Data:**

Previous month's collection(s) will be available midway through the current month.

**File Contents:**

Support collected over the four months immediately preceding the current month.

**Frequency:**

Collections will be updated each month.

**Match Type:**

Non-IEVS.

**Notice Requirement:**

Thirteen day notice of adverse action will be provided by system when updated information is entered.

**Review Time Standards:**

Discrepancy alerts will inform the worker which matches could not be completed by mass change. These discrepancies must be reviewed within 10 days.

**Source:**

Child Support Bureau, the IV-D agency.

**Verification Requirement:**

Information provided by CSE is considered verified because the Child Support Bureau is the payor.

**4499.00.00      FOOTNOTES FOR CHAPTER 4400**